

May 10, 2005

TO: HBCU Presidents and Chancellors
Members, HBCU Board of Advisors
HBCU Sponsored Research Administrators
HBCU Board of Trustees
HBCU Student Affairs Directors/Student Government Leaders

FROM: Wilbert Bryant
Counselor to the Secretary for the
White House Initiative on HBCUs

RE: National HBCU Week Conference
September 11-14, 2005

The White House Initiative on Historically Black Colleges and Universities (HBCUs) is coordinating a four-day national conference commemorating National Historically Black Colleges and Universities Week and the 25th Anniversary of the signing of the first Presidential Executive Order on HBCUs. President George W. Bush is scheduled to issue a proclamation honoring America's Historically Black Colleges and Universities designating September 11-17, 2005 as National HBCU Week. Traditionally, Congress also issues a Resolution honoring the significant contributions made to our nation's growth by these institutions.

This year, we would like to encourage our 105 institutions of higher learning to schedule activities on each campus in celebration of this occasion. This activity can take the form of a symposium, a university-wide community service project, or other events designed to highlight the success of these institutions. This office will provide guidance and/or suggestions, at a later date, regarding how your institution can participate. The theme for this year's conference is "The Mission Continues..."

This year's conference will be held at the Hyatt Regency Washington Hotel, 400 New Jersey Avenue, N.W. Washington, D.C. We expect over 700 representatives from the HBCU community, federal agencies, corporations, and foundations to participate in discussions exploring issues of particular interest to the black college community. We have included special sessions for HBCU Presidents and Chancellors, Board of Trustees, Title III and Title IV Administrators, and Student Government Association leaders, to attend and participate in both plenary and concurrent sessions.

There is no fee for conference participation; but, there are space limitations: **Pre-registration is therefore required.** A block of rooms for this event has been reserved at the Hyatt Regency Washington Hotel at the rate of \$209.00 per night for single occupancy and \$234.00 for double occupancy, plus 14.5% state and local taxes. Please make your hotel reservations directly with the **Hyatt Regency Washington Hotel by calling 1-800-233-1234 or 202-737-1234.** To receive the preferred government rate, you must identify your affiliation with the U.S. Department of Education\HBCU Conference. ***Important: THE CUT OFF DATE FOR MAKING HOTEL RESERVATIONS IS AUG. 16, 2005.**

To ensure your participation, please complete and return the enclosed pre-registration form to our office by **August 26, 2005**. This form may be faxed to (202) 502-7879/7852, or you may mail your registration form to 1990 K Street, N.W., Suite 6131, Washington, D.C. 20006. If you have any questions, or need further assistance, please call our office at (202) 502-7900.

Enclosed is a copy of our conference brochure that includes the registration form. We do hope that your schedule will allow you to participate in the 2005 National HBCU Week Conference.